

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3604 **TITLE:** DIRECTOR OF MENTAL HEALTH PROGRAMS
GRADE: S-34

DEFINITION:

Under the general administrative supervision of the Fairfax-Falls Church Community Services Board (CSB) Deputy Director, the position provides direction and strategic planning to Fairfax County's comprehensive community mental health services treatment system and serves as the county's liaison to the CSB Executive Board, federal, state, regional and county agencies, and citizen boards; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Director of Mental Health Programs differs from the CSB Deputy Director in that the Director of Mental Health Programs is responsible for managing the county's system of community mental health programs, whereas the CSB Deputy Director is responsible for planning and coordinating mental health, mental retardation, and alcohol and drug services for the county.

The Director of Mental Health Programs differs from the Director of Clinical Operations in that the Director of Mental Health Programs manages and provides overall direction to the county's mental health services treatment system, whereas the Director of Clinical Operations provides daily supervision to the clinical programs and staff within mental health treatment services.

ILLUSTRATIVE DUTIES:

Establishes goals, objectives and priorities for mental health services and evaluates program effectiveness;

Facilitates effective collaborative relationships between and among components of the county's mental health programs, and other CSB-operated and contractual programs, county and state human service agencies, private sector programs and professionals, and community groups and organizations;

Monitors the overall mental health program's adherence to all applicable federal, state and local regulatory standards and policies, the program plan, the fiscal plan, and CSB policies and procedures;

Directly supervises the Director of Clinical Operations who is responsible for assuring the integration and coordination of mental health services across sites and program areas;

Provides direction to and oversight of the agency's contractual services program to include determining type of services to be contracted, and negotiating contracts for the provision of services;

Serves as the Community Services Board's primary staff resource for mental health issues, keeping them abreast of important developments and making recommendations concerning mental health policies, services, and problem areas;

Serves as a member of the CSB Executive Committee whose role is to provide a team approach to strategic planning and policy development across all disability areas;
Serves as the primary staff support to the CSB's Mental Health Committee, drafting issue papers regarding significant administrative, fiscal or programmatic developments or proposals for consideration/action by the full CSB and/or Board of Supervisors;
Identifies projected needs and develops and prioritizes proposals for program realignment and/or requests for additional resources;
Represents the CSB and serves as the CSB's principal contact with federal, state, regional and local agencies on matters relating to the county's mental health programs;
Serves as principal spokesperson and representative for the county's mental health programs to the public, the news media, community organizations, and service agencies; and makes presentations to various community groups, organizations and service agencies;
Develops the agency's annual operating budget and program plan for review by the CSB Mental Health Committee;
Provides overall direction and oversight of the agency's personnel activities;
Reviews and approves all recommendations for disciplinary actions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the clinical aspects of mental health, including the diagnosis and forms of treatment and their appropriate applications;
Knowledge of current trends and methods in community mental health services;
Thorough knowledge of the principles of community mental health, and the ability to innovatively apply them in planning and developing new programs or enhancing existing programs;
Thorough knowledge of the structure of public mental health programs;
Thorough knowledge of the principles and practices of public administration, organization, and management;
Ability to synthesize the long-range plans of individual program units into a mental health master plan that is comprehensive, realistic, and attainable;
Ability to effectively motivate and supervise managers and supervisory personnel;
Ability to develop a proposed budget that accurately forecasts the overall mental health program's financial needs, and to keep expenditures within its constraints;
Ability to elicit cooperation from disparate groups and individuals of varying philosophies;
Ability to establish and maintain effective working relationships;
Ability to communicate clearly, concisely and effectively, both orally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education, training, and experience equivalent to the following:
Graduation from an accredited college or university with a master's degree in psychology, social work, nursing or a related field; PLUS
Six years of increasingly responsible managerial experience in a community mental health program, to include supervisory responsibility over program level managers and

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administrative responsibility to include program planning and liaison with governmental agencies, community groups, and organizations; OR

Graduation from an accredited college or university with a doctoral degree in psychology, social work, or a related field; PLUS

Three years of increasingly responsible managerial experience in a community mental health program, to include supervisory responsibility over program level managers and administrative responsibility to include program planning and liaison with governmental agencies, community groups, and organizations.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

Criminal background record check;

TB screening upon hire and annually thereafter.

REVISED: June 15, 2001

REVISED, RETITLED, and RENUMBERED: June 23, 1986

APPROVED: February 22, 1982